

# **Occupant Emergency Plan**

**J. Caleb Boggs Federal Building  
and  
United States Courthouse  
844 North King Street  
Wilmington, DE 19801**

**Version 1.7 Revised  
May 2026**

The government shall conduct continuous planning to minimize the danger to life, health, and property from emergencies or disasters; shall cooperate with public bodies and agencies charged with disaster control; and shall take necessary and prudent steps to assure continuity of operations and restoration of activities as quickly as possible following an emergency or disaster.

**A. General**

**1. Scope**

The Occupant Emergency Plan (OEP) for the Boggs Federal Building and U.S. Courthouse is effective from 8am to 5pm Monday through Friday when the building is occupied by tenant agencies. After normal duty hours, the General Services Administration (GSA) shall initiate action to cope with emergencies in accordance with the plan until the arrival of an OEP Organization member.

The OEP is designed as a guide for the OEP Organization members and designated employee monitors. The plan describes the organization, the duties and responsibilities of organization members and training requirements. It sets in place specific emergency procedures for the safe and orderly evacuation and response to emergency situations. All OEP Organization members and designated employee monitors should have a copy and be familiar with the OEP and must be ready to perform their designated duties and responsibilities.

**2. Basis for Occupant Emergency Plan**

Executive Order No. 11490 of October 30, 1969, assigns to the Administrator of the GSA the responsibility for promoting, with respect to Federal buildings, a Government-wide program to stimulate protection, preparedness, and control in emergencies. A part of this program is the development of an OEP. This OEP establishes an organization of tenant agency employees to carry out specific protection duties in all emergencies.

As the lead tenant in the Boggs Federal Building and U.S. Courthouse the U.S. District Court (USDC) is responsible for the OEP. This responsibility includes preparation, coordination, clarification and updating as required.

**3. OEP Organization**

- a. In the event of an emergency/disaster, full control of the building will be under the direction of the OEP Organization, which consists of the following positions:

**Chief Judge USDC  
Clerk of Court  
U.S. Marshal  
GSA Building Manager  
Federal Protective Services (FPS)  
OEP Coordinator**

- b. The OEP Organization shall be under the operational direction of the U.S. Marshal, during and immediately after an emergency/disaster situation.
- c. A complete list of contacts for the OEP Organization is located in Appendix A of this plan.
- d. A complete list of designated employee monitors is located in Appendix B of this plan.

#### **4. Responsibilities**

- a. Clerk of Court
  - Delegate authority to the U.S. Marshal when evacuations are deemed necessary.
  - Coordinate the development of the OEP.
  - Distribute, plan and coordinate training with building tenants/organization personnel.
  - Ensure all OEP information is current.
  - Coordinate with the GSA for fire drills and evacuation training.
- b. U.S. Marshal
  - Consult the Chief Judge USDC and Clerk of Court.
  - Oversee evacuation of the building.
  - Maintain contacts with Wilmington Police Department, Fire Department and other local emergency responders.
  - Primary responder to emergencies/disasters in the building.
  - Activate and deactivate the OEP in emergency situations.
  - Direct appropriate security personnel in clearing and securing building and building perimeter.
- c. FPS
  - Consult the Chief Judge USDC and Clerk of Court.
  - Assist in the establishment and maintenance of the OEP.
- d. GSA Building Manager
  - Designate dates for and document all drills.
  - Provide copies of all reports of incidents to FPS.
  - Consult the Clerk of Court.
- e. OEP Coordinator
  - Primary assistant to the Clerk of Court.
  - Maintain and update the OEP.

- Coordinate training for agency heads and building occupants.
  - Receive all employee evacuation information from the stairwell monitors.
  - Monitor drills and evacuations for effectiveness.
- f. Damage Control Coordinator
- Establish a plan to control mechanical devices such as ventilation systems, water, and electrical.
  - Consult the Clerk of Court.
  - Act under the direction of the OEP Organization.
  - Provide instruction for security and emergency practices to contractors and other professional service people working in the building.
- g. Area Monitors
- Supervise the overall orderly evacuation process of all personnel from the area of responsibility.
  - Identify all staff persons with disabilities in the area of responsibility and assist with their evacuation as necessary.
  - Conduct a final check of the area of responsibility, including rest rooms.
  - Evacuate after floor has been cleared
  - As you exit the building check stairwells to ensure no one is stranded or injured.
  - Upon leaving the courthouse, report the evacuation status to the OEP Coordinator.
- h. Agency Heads
- Prepare personnel for evacuation drills.
  - Prepare personnel for bomb threats.
  - Prepare personnel for other disaster scenarios.
  - Account for personnel in an emergency situation.
  - Know personnel and report any with special needs to the appropriate area monitor.
  - At rally point make an account of all personnel.

**B. Alarm Systems**

1. Fire Alarm – A continuous striking bell and flashing strobe lights throughout the building mean that all persons must evacuate. The tenants should evacuate according to plan and meet at their assigned rally points outside the building as described in Appendix C. These systems are tested and maintained quarterly by the building maintenance contractor.
2. Other Alarms – An oral announcement can also be made by utilizing the public address system in the fire control center. This means of communication can be utilized by building management and security officials as deemed necessary.

**C. Evacuation Plan Policy**

When time allows, the following people will be involved in the decision making process before declaring an evacuation:

- Chief Judge USDC
- U.S. Marshal

Evacuation notification will be done by either the activation of the fire alarm system or by public address announcement. In the event of a partial evacuation, notification may be done by the OEP Organization phoning the affected agencies directly. All evacuations will be done by stairwell with the affected parties meeting at their predetermined rally point outside the building.

Persons with special needs (such as a physical handicap) should report to the nearest stairwell and follow the instructions of the assigned monitor. Emergency personnel will be notified of the special needs individual's location and determine the appropriate method of evacuation.

Following the evacuation of the building, each agency will rally at a specific location listed in Appendix C. At this location, a final count of personnel is to be performed by each agency head. When the building has been determined to be safe for re-entry, an audible horn will be sounded for approximately 15 seconds.

**D. Shelter In Place (NOTE: This does not include Active Shooter Shelter In Place)**

When time allows, the following people will be involved in the decision making process before declaring a shelter in place:

- Chief Judge USDC
- U.S. Marshal

Shelter in place notification will be done by the public address system. All persons in the building should report to courtrooms 4A and 4B and the building will be secured. Occupants of the building will remain in courtrooms 4A and 4B until the “All Clear” is announced. At that time, unless advised otherwise, everyone is to follow the building evacuation plan.

Both courtrooms have Shelter in place kits consisting of 2 hand crank flashlight/FM radios, first aid kit, bottled water, duct tape, large plastic trash bags, scissors and paper towels.

## **E. Training**

### **1. General**

A continuing program of training and education for all organization personnel and building occupants is necessary to ensure an effective response in the event of an actual emergency. Persons who are assigned duties and responsibilities in the OEP must have specific training to perform their assigned function. The OEP Coordinator will be responsible for coordinating training, including periodic refresher training for personnel appointed to the staff. Such training will be sufficiently extensive to develop and maintain proficiency on the part of each person in order that all emergency duties may be accomplished rapidly and efficiently.

The OEP Coordinator will ensure that personnel assigned to the plan understand the concepts of the plan and specific actions to take for each assigned function. These staff members will participate in drills and simulate actions they would take in an actual emergency. Training of all OEP personnel and their alternates is mandatory.

### **2. Drills**

All building occupants must participate in drills that will familiarize personnel with the necessary actions in the event of an emergency. Evacuation drills will be conducted annually under the direction of the Clerk of Court and the GSA Building Manager.

Mandatory participation includes personnel with disabilities and their escorts, visitors, contractors and any other persons who are in the building when a drill occurs. All tenant agencies will be notified in advance of drills and other tests. Each agency head will be responsible for ensuring their employees' cooperation and participation in drills and testing.

### **3. Individual Employee Instructions**

Each person working in the building will be required to attend at the time of hire, training on building security and emergency procedures. This training will be given by the U.S. Marshals Service (USMS). All employees will also be provided a copy of the Occupant Emergency Plan to outline occupant actions during specific emergencies as identified below.

## **F. Emergency Situations**

### **1. Fire**

Report all fires immediately regardless of size. If a fire is discovered, the fire alarm system should be activated immediately. This can be done at pull stations located on every floor of the building near the stairwells. This will automatically notify the Wilmington Fire Department and sound the building alarm system. If it is not possible to pull the alarm, dial 911. Follow the building evacuation plan.

### **2. Bomb Threats**

#### **a. Types of Threats**

1. Phone
2. Mail
3. In person

#### **b. Response**

All threats should be reported. Some threats will be reported with a written bomb threat information sheet. Others may come in by a phone call or duress alarm to the USMS.

When a threat is received, the following individuals should be notified:

- U.S. Marshal
- Chief Judge
- Clerk of Court
- FPS
- GSA Building Manager
- Probation & Pretrial Office

The Chief Judge and U.S. Marshal will discuss the threat and the potential responses. Once a decision has been made, they will make the appropriate notifications to the building occupants. If an evacuation is to be called, the public address system located in the fire control room will be used. If the threat does not require evacuation, notifications can be made as deemed appropriate by the OEP Organization.

#### **c. Building Searches**

If a threat is deemed credible by the OEP Organization, a bomb search and evacuation may be called for by the U.S. Marshal. If this is the case, building management will make an announcement over the public address system, notifying tenants and visitors of the emergency. Employees will be asked to conduct a quick visual search of their work areas for anything that does not belong there. Following their search, they will perform an evacuation identical to the standard fire evacuation. Any suspicious item

found will be relayed along with their normal evacuation information.

d. **Response to Suspicious Packages**

If during a search a suspicious package is detected, the Wilmington Police Department will be notified immediately. The building will remain evacuated until such time as the Wilmington Police Department bomb unit has arrived and cleared the building for re-entry.

**3. Natural Disasters**

In the event of a natural disaster or weather emergency, select members of the OEP Organization will meet to determine the status of the building and whether or not it should remain open. The decision of this group will determine how to proceed and what actions need to be taken in response to the weather emergency. They will direct actions as they deem appropriate after consideration of the current situation, future weather forecast and any other factors which may exist.

In the event that the building is damaged as a result of a natural disaster or weather emergency, the OEP Organization will have the Damage Control Coordinator attempt to secure the damaged area while awaiting the response of local emergency services personnel.

**4. Demonstrations**

If a public demonstration is occurring outside the building, the situation will be monitored by Court Security Officers (CSOs) and FPS. If it is a situation which will result in arrests needing to be made, the USMS will be involved as well. If the demonstration is too large for building personnel to handle alone, they will contact local law enforcement agencies for assistance as deemed necessary by the U.S. Marshal.

**5. Medical Emergencies**

In the event of a medical emergency, local assistance will be requested immediately by dialing 911. The USMS should also be contacted as several employees are trained in CPR and the use of Automated External Defibrillator (AED) equipment. Several employees in the building have first aid training and/or CPR skills. The OEP Coordinator will have a current list of these individuals and can contact them as necessary. The CSOs at the front door should be made aware of the emergency and the location of the victim(s). They will secure an elevator and direct responding Emergency Medical Services (EMS) personnel to the proper location.

**6. Hostage Situation**

In the event of a hostage situation, the USMS will take primary control. The U.S. Marshal will call for local assistance and direct a response as appropriate to the given situation. If possible, all personnel will be evacuated from the affected area. If an evacuation is not possible the USMS will attempt to contain the area until trained hostage negotiators have arrived on the scene. At that time, control

of the situation will be turned over to the responding hostage negotiation team. The USMS will continue to provide assistance as requested.

**7. Hazardous Material (HAZMATs) / Chemical /Biological**

In the event that building personnel become aware of, or suspect a spill, leak or exposure to a HAZMAT within the building, the Wilmington Fire Department should be notified of the situation immediately. Select members of the OEP Organization will meet to discuss the appropriate response for the tenants of the building. This will depend largely on the type of material involved. Wilmington has an emergency management office which will be contacted to assist in providing treatment and clean up. The point of contact information is in Appendix A.

In the event of an explosion or other large scale exposure, the building fire system will likely be activated and an evacuation will have begun. If this has not happened on its own from the initial event, then an evacuation should be started. Emergency responders from Wilmington will be contacted and all personnel should evacuate and await trained HAZMAT responders.

If the chemical or biological exposure is in the form of a letter or package, the affected area should be evacuated. Any personnel who are potentially contaminated by the letter or package should stay in the containment area and await emergency responders. The scale of the evacuation area will be determined by the OEP Organization. If it is necessary to control air handlers and other building systems as a result of a chemical or biological exposure or threat, the building management will be notified.

**8. Active Shooter**

An active shooter can be described as suspect(s) activity that can potentially cause death and/or serious bodily injury through the use of a weapon. It is a situation that changes rapidly and requires an immediate response from law enforcement to stop the life-threatening situation. Immediate response will involve the first officers on the scene taking aggressive action to find and stop the shooter(s). If you witness any armed individual shooting at people in the courthouse or hear gunshots, immediately contact 911 and the USMS Control Room (302-573-6000) and give the CSO as much information as possible. Don't hang up unless told to do so. Proceed to your secure shelter in place location as soon as possible, if possible. When law enforcement arrives, expect them to go directly to the threat. As they move into an affected area, rescue efforts will be delayed until the shooter is located and stopped or no longer a threat to life safety. If you are wounded or with someone who may be wounded, expect these officers to bypass you in their search as they must neutralize the threat(s). Rescue teams will follow shortly to aid you and others. If you encounter USMS personnel, CSOs, or police officers, keep your hands empty and in plain view at all times. Don't speak to them until they speak to you. Listen to their instructions and do exactly what they say. If you are evacuating, carry nothing that could be

mistaken for a weapon.

**If the shooter is outside the building or in the courthouse away from your work area:**

- If you can do so safely, evacuate the building. Avoid the situation.
- Contact 911 and the USMS Control Center (302-573-6000). Report your name and location.
- If escape is not possible, retreat to your secure shelter in place location.
- For the safety of courthouse visitors, it may be necessary to permit them to enter otherwise secure spaces.
- Lock all doors and barricade the door. Deny access to yourself. Remain silent.
- Wait for law enforcement to come find you.

**If the shooter enters your office:**

- If you are hiding and flight is impossible, be prepared to defend yourself.
- Attempting to overcome the individual with force is a last resort that should only be initiated in the most extreme circumstances.

## Appendix A Contact List

Title	Name	Phone Number
Chief Judge	Colm F. Connolly	302-573-6310
Clerk of Court	Randall Lohan	302-573-6623
Acting U.S. Marshal	Jim Weldin	302-573-6176
OEP Coordinator	Robert Rebeck	302-573-4569
GSA Building Manager	Ken Brown	302-573-6338
Federal Protective Services	William Jones	215-208-1987
Damage Control Coordinator	Hank Marchiani	302-559-5733
Chief Probation Officer	Butch Williams	302-252-2958
Wilmington Emergency Management	Willie J. Patrick, Jr.	302-654-5151
Wilmington Police		302-576-3940
Emergency Medical Services		911
Wilmington PD Tactical		302-571-4524
Delaware Emergency Management Agency		302-659-3362 877-729-3363
Bankruptcy Court	Stephen Grant	302-252-3691
Bankruptcy Court	Sara Hughes	302-252-3679
Delmarva Power		800-375-7117

**Appendix B  
Monitor Positions by floor**

**BASEMENT**

Area Monitor	Raven Services DHS/FPS	Hank Marchiani William Jones
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**FIRST FLOOR**

Area Monitor:	USMS GSA	Robert Tempesta Bill Ott
Fire Exit Door South side		CSO
Fire Exit Door North side		CSO
Elevator Lobby		CSO
Exterior Front Door		CSO
Exterior Perimeter of building		CSO

**SECOND FLOOR**

Area Monitor:	Trustees Office	Joseph McMahon
	Judge Burke’s chambers & courtroom	Samantha Miller
	Judge Hatcher’s chambers & courtroom	Keith Kincaid

**THIRD FLOOR**

Area Monitor:	USDC Jury Areas	Debra Bonselaar
	Automation	Michael Rabian
	Court Reporters/chambers	Dale Hawkins
	IRS	Anita Brown

**FOURTH FLOOR**

Area Monitor:	USDC Clerk's Office Alternate	Randall Lohan Rob Rebeck
	USDC Finance Alternate	Michelle Nkumsah Adam Brasher
	Chief Judge Connolly's chambers & courtroom Alternate	Kathleen Davis Michael Shyer
	Judge Noreika's chambers & courtroom Alternate	Mark Buckson Diana Welham
	Judge Tennyson's chambers	Conner Dungey

**FIFTH FLOOR**

Area Monitor:	Judge Ambro's chambers Judge Montgomery-Reeves' chambers Judge Mascott's chambers Circuit Library	JoAnn Van Heest Jackie Phillips TBD Terri Pheiffer
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**SIXTH FLOOR**

Area Monitor:	Judge Williams's chambers & courtroom Alternate	Lisa Brown John Arrow
	Judge Andrews' chambers & courtroom	Angela Scott
	Judge Fallon's chambers & courtroom Alternate	Larisha Hicks Rebecca Polito
	Judge Hall's chambers & courtroom Alternate	Cailah Garfinkel Tyler Koehler

**Appendix C**  
**Evacuation Procedures**  
**Floor Plans / Evacuation Routes**  
**Rally Points**

**GENERAL EVACUATION PROCEDURES:**

Upon leaving the building, tenants will immediately proceed to their designated rally point and remain there until instructed otherwise.

The OEP Organization will meet at the command/control center located on the first floor in the lobby. If conditions within the building prevent the organization from meeting there safely, they will meet in the parking garage entrance to the bankruptcy court building located directly across King Street. After the OEP Coordinator has met all of the stairwell monitors, he/she will report to the OEP Organization/Clerk of Court.

If instructed to evacuate to the refuge area, personnel will report to the U.S. Bankruptcy Court at 824 Market Street, 3rd Floor.

Contacts for the Bankruptcy Court are:

- Stephen Grant, Clerk of Court (302) 252-3691
- Sara Hughes Chief Deputy Clerk (302) 252-3679

**EVACUATING DURING A TRIAL OR OTHER COURT MATTER:**

In the unlikely event of a fire or other emergency that requires the evacuation of the courthouse or the relocation of personnel from a courtroom during an active court proceeding, the following procedures will be followed:

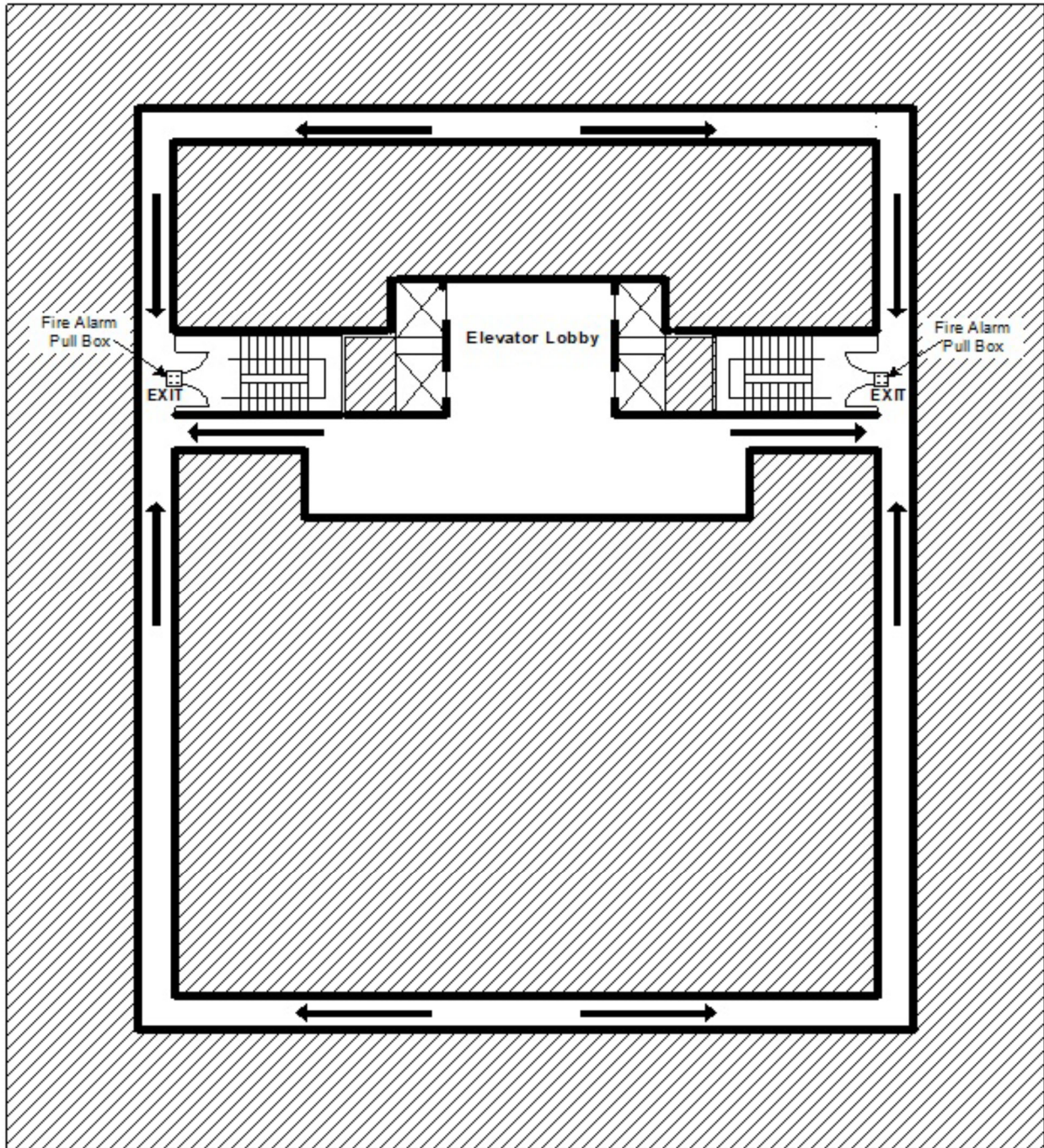
It is important to note that staff responsibilities may change based on the type of situation, type of hearing, the presence of a jury or the presence of evidence. It is important that court personnel assess the nature of the emergency, be familiar with the specifics of the courtroom, and be prepared to respond accordingly to ensure the safety and security of those present in the courtroom.

The courtroom deputy, court reporter, and law clerk present in the courtroom will collectively be responsible for escorting the jurors from the courtroom during a building evacuation. The jurors will be escorted to the Designated Rally Point. Upon arrival, the employee(s) escorting the jurors will notify the OEP Coordinator that the courtroom is clear and will remain with the jurors until further instructed. Jurors will be segregated from other building evacuees.

The courtroom deputy, court reporter, and law clerk present in the courtroom will instruct all other persons (attorneys, parties, spectators) to exit the courtroom, providing the location of the nearest building exit. If a jury is in deliberation, the responsibility for escorting the jurors will belong to the Courtroom Deputy assigned to the trial.

NOTE: In accordance with USMS Standard Operating Procedures (SOP) governing Courtroom Evidence Procedures as they pertain to Weapons or Destructive Devices, any and all firearms or other deadly devices that have been produced for the Court as evidence by the AUSA or assigned agent/officer and previously screened and deemed safe to proceed to the courtroom by the USMS, **must continue to remain in the constructive possession of the agent/officer** in the event of a courtroom emergency or evacuation.

**Appendix C**  
Second through Sixth floor  
Evacuation plan



Judges 824 Market Street

839 N. Market St.

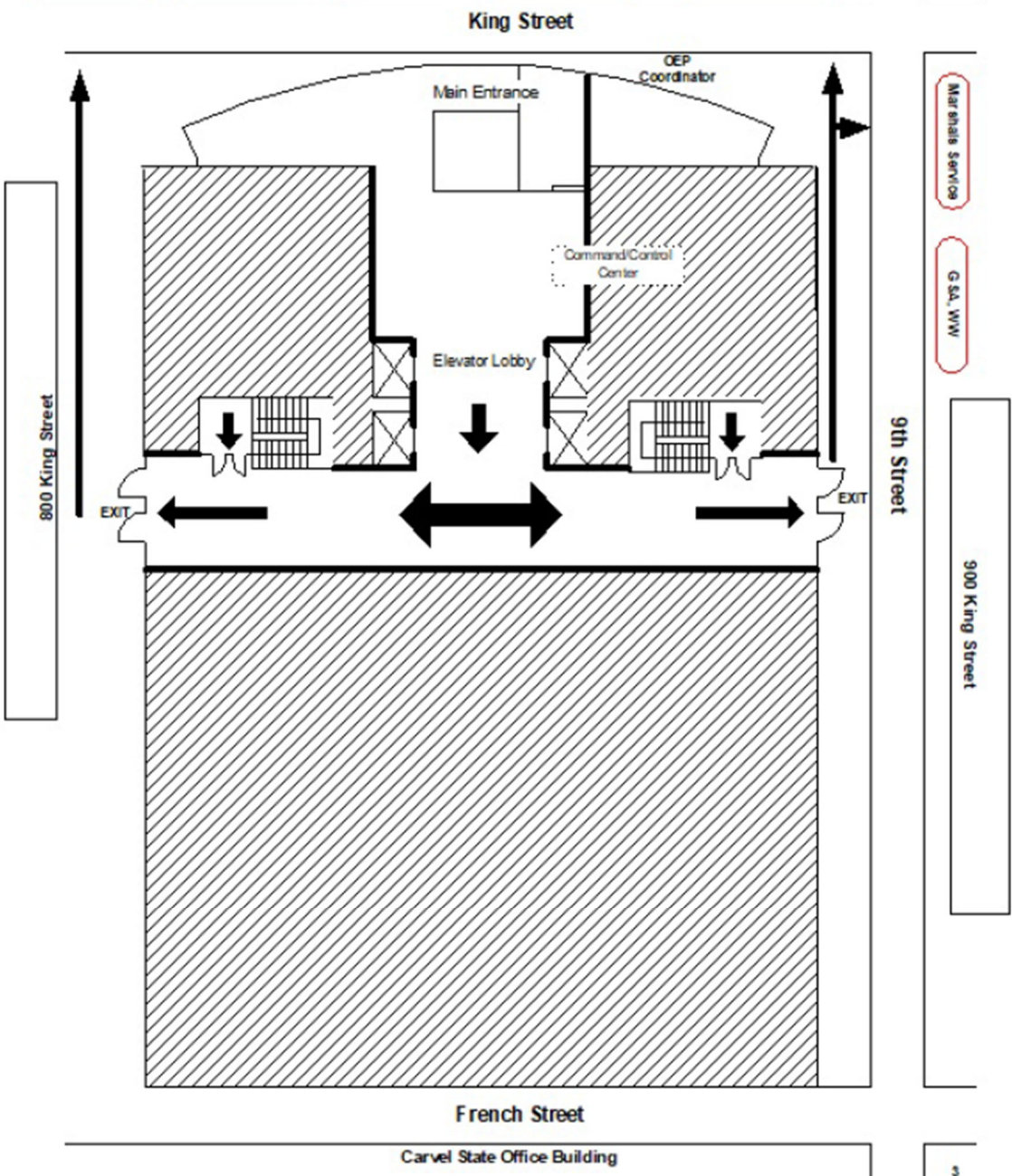
# Appendix C Building Evacuation Plan & Rally Points

IRS, DOL, SSA, FPD

Trustee's Office

Circuit Court & Library

District Court Clerk's Office, Chambers, Court Reporters



Carvel State Office Building

**NOTES**